

GENERAL RFP QUESTIONS

1. Are prior proposals for these services, and/or the Blanket Purchase Agreements for the current vendors, public record and available for inspection by prospective bidders?

No.

2. On page L-4, paragraph “a” requires copies of all monitoring reports for the previous 18 months from federal, state, and local agencies...Does this requirement refer only to monitoring reports for services related to those being proposed, or to all services provided by the bidder regardless of location?

The government is interested in reviewing monitoring reports for services provided by the agency responding to the RFP for that particular catchment area. For example, if a vendor is submitting an RFP for San Francisco County, and also provided services in Los Angeles, the monitoring reports for review should be for only the San Francisco venue.

3. Does this RFP require any budget narrative or budget detail page to justify the prices proposed by the bidder?

There is no specific requirement to provide a narrative to justify the proposed prices for requested services. However, the Narrative Statement should reflect a description for each requested service that supports the price proposed.

4. Will BOP clients be seen under U.S. Probation Contracts?

No. The Bureau of Prisons has chosen to separately procure treatment services for federal inmates.

5. There are differences between the sequences and grouping of services between the way they (services) are listed in Section B and the way they are listed in Section C. Which is the organization that should guide the sequence of the proposals?

Section B, by Project Code.

QUESTIONS/RESPONSES FROM BIDDER'S CONFERENCE 8-14-09

1. Can the RFP be reformatted for submission?

The RFP can be electronically requested and will be sent in PDF format which can be interactive with the correct PDF software.

2. Describe the difference between advanced degree and B.A? What can paraprofessionals do?

The description below is taken from Section C concerning substance abuse counseling. Similar requirements are also listed for counselors providing services to clients in 1001, 2001, 2002 residential treatment.

For substance abuse treatment services performed for project codes 2010, 2020, 2030, 2040, and 2090 the vendor shall ensure that all personnel meet the following qualifications: (1) Principal counseling services practitioners shall have at least one of the following (a or b): (a) an advanced degree (masters or doctoral level) in behavioral science, preferably psychology or social work, (b) a BA/BS and at least two years of drug treatment training and/or experience. (2) Counselors shall be certified and/or have credentials to engage in substance abuse treatment intervention as established by his/her state's regulatory board and/or accrediting agency.

(3) Paraprofessionals are only used under the direct supervision of, and in conjunction with, a staff member who meets the requirements described in item numbers (1) and (2) above, and after obtaining the approval of the contracting officer or designee. Interns may be considered paraprofessionals.

Upon reviewing State licensing requirements it appears that "direct" supervision does not necessarily mean that licensed staff must be in the room when an intern or paraprofessional is counseling a client. However, the requirements of the RFP indicate that such supervision must occur. Thus, certified drug counselors in progress must be supervised directly by a certified counselor, or advanced degree/B.S/B.A. staff. Interns with advanced degrees and two years experience in the field do not require this level of supervision.

MENTAL HEALTH/SEX OFFENDER TREATMENT

The criteria for mental health and sex offender specific treatment is outlined below, and clearly requires a higher level of education and expertise in order to directly provide counseling services to federal clients.

6010, 6020, 6021, 6028, and 6030 are provided by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner who meets the standards of

practice to perform psychotherapy/counseling services as established by his/her state's regulatory board.

Sex offense-specific treatment (6012, 6022, 6032, and 6090) is provided by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner who meets the standards of practice established by his/her state's regulatory board and adheres to the established ethics, standards and practices of state regulatory of state sex offender management board (where applicable). The individual shall practice within the generally accepted standards of practice of the individual's mental health profession, adhere to the Code of Ethics published by the Association for the Treatment of Sexual Abusers (ATSA), and demonstrate competency according to the individual's respective professional standards and conduct all evaluations/treatment in a manner that is consistent with the reasonably accepted standard of practice in the sex offender evaluation/treatment community.

Practitioners providing integrated treatment services for co-occurring disorders (6015 and 6026) must be a licensed/certified psychiatrist, psychologist, masters or doctoral level practitioner who meets the standards of practice established by his/her state's regulatory board and are trained in working toward the recovery of clients with co-occurring disorders.

This RFP requires that interns or practicum students without MA/MS licensure be directly supervised by credentialed/licensed staff.

3. How may providers for each catchment area will be selected per service type?

For each service type (outpatient, sex offender, residential), the ND/CA may select 1-3 providers in each catchment area. This may vary from one catchment area to another, meaning that 1,2, or 3 vendors could be selected in each, some or none

4. If an agency cannot provide all of the required services but is aware of an agency that can provide these services can they team with the agency under one BPA?

Yes. This is referred to as "outsourcing" or "subcontracting."

5. Can any staff working for an agency providing treatment services for federal clients be on active probation or parole?

Staff members working with federal clients in any capacity may not be on active probation or parole.

6. What is the purpose of Emergency Services?

This project code is designed to provide a one time short term emergency assistance to a federal client in need. The eligibility of use is determined by the referring officer, and staffed with the treatment provider, who will provide the funds for the "emergency" and be reimbursed and provided a 5% administrative fee for the service by the ND/CA Probation/Pretrial Services.

- 7 Can brochures be attached to the RFP as part of the Narrative Statement (Statement of Work)?

Although the brochure may be attached - it should not be a stand alone response to the requested Statement of Work. The vendor should provide a separate description for each project code listed on Section B (with exception of administrative codes).

- 8 How must federal client files be stored?

Federal client files must be kept separate for other client files. Federal probation and pretrial client files should also be separated. All federal client files must be secured in a locked file drawer.

- 9 What is the expectation of "Temporary Housing?"

Temporary housing is designed to assist a federal client with transition from one residence to another. It is short term, and can include payment of up to 10 days for a shelter, hotel, or other approved housing as determined by the USPO/USPSO. The vendor shall provide funds for this housing, and be reimbursed the amount plus a 5% administrative fee.

10. Do the EMQ's include pretrial and probation clients?

Yes.

11. Can a vendor refuse to provide a client with services?

Should a vendor encounter a problem with a federal client referral they should notify the referring officer immediately and staff the matter. Should a federal client arrive at the treatment site in such a manner that he poses a threat of harm to himself or others, the provider should not attempt to provide services at that time and ensure that authorities are notified in order to further assess the situation.

12. Are site visits the same as monitoring visits?

No. Site visits are conducted to verify the technical acceptability of a potential vendor. Monitoring visits are conducted after a BPA award to ensure compliance with the terms of our agreement.